

# How to upload a revised manuscript?

| Guide

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1

Click on “Actives”.

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Editor	1 Unassigned	28 In Review	9 In Editing	[Create Issue] [Notify Users]	
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Author		3 Active	41 Archive	[New Submission]	
Reviewer			0 Active		

2

In the **Status** item, Click on “In Review”.

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
402	11-01	POSESION	Ltda.	BOTELLAS	Awaiting assignment
403	—	S2015AIL	Ltda.	TEST	Incomplete DELETE
401	10-31	GEO	Ltda.	VIENTOS ALISIOS Y SUS CONSECUENCIAS EN EL PANORAMA...	IN REVIEW

3

Click on “Select File”, pick the new version of the article and then click on “Upload”.

#401 Review

SUMMARY REVIEW EDITING

### Submission

Authors Biteca Ltda.

Title Vientos Alisios y sus consecuencias en el panorama nacional climático

Section Geología

Editor Biteca Ltda.

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### Peer Review

#### Round 1

Review Version None

Initiated —

Last modified —

Uploaded file None

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### Editor Decision

Decision —

Notify Editor  Editor/Author Email Record No Comments

Editor Version None

Author Version [401-2762-1-ED.PDF](#) 2016-10-31 [DELETE](#)

Upload Author Version  Ningún archivo seleccionado

4

The authors should upload a letter to the editor informing him about the corrections that were made; for uploading it, click on “Summary” tab and then click on “Add a supplementary file” any additional images should be uploaded in the same way.

Home > User > Author > Submissions > #449 > Summary

Summary Review Editing

### Submission

Authors José Gregorio Portilla Barbosa

Title Caldas y el gran cometa de 1807

Original file [449-3065-1-SM.DOCX](#) 2017-01-16

Supp. files [449-3066-2-SP.PDF](#) 2017-01-16

[449-3067-3-SP.JPG](#) 2017-01-16

[449-3068-1-SP.JPG](#) 2017-01-16

[449-3069-1-SP.JPG](#) 2017-01-16

[449-3071-1-SP.PDF](#) 2017-01-16

Submitter Doctorado José Gregorio Portilla Barbosa



Date submitted January 16, 2017 - 12:21 PM

Section Crónica

Editor Luis Carlos Arboleda Aparicio

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Click on the “Letter Icon” located next to the label “Notify Editor”.

Editor Decision	
Decision	—
Notify Editor	 Editor/Author Email Record  No Comments
Editor Version	None
Author Version	<a href="#">401-2762-1-ED.PDF</a> 2016-10-31 <a href="#">DELETE</a>
Upload Author Version	<input type="button" value="Seleccionar archivo"/> Ningún archivo seleccionado <input type="button" value="Upload"/>

6

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